

SECTION 1 PURPOSE AND SCOPE

This note records how the equipment replacement allowance is calculated and who is permitted to approve a claim against it. It applies to all site offices and to contracted field staff whose agreements reference this schedule. It does not apply to vehicles, which are handled under the fleet policy.

The allowance exists to replace tools and instruments that have reached the end of a serviceable life, not to fund upgrades. A claim for a working item will be refused even where a newer model has become available. Where an item has failed inside its warranty period the claim must be made against the warranty first.

Three figures govern every claim. The first is the replacement ceiling, which is the most that may be paid for a single item without a second approver. The second is the annual aggregate, which caps what one cost centre may claim across a financial year. The third is the depreciation floor, below which an item is treated as fully written down and no residual value is deducted.

The ceiling is set at 4,000 per item. The annual aggregate is 25,000 per cost centre. The depreciation floor is 250. These figures are reviewed once a year and do not change mid-year, including where a supplier price has moved.

SECTION 2 HOW A CLAIM IS ASSESSED

A claim is assessed in four steps, in order. A claim that fails a step is returned at that step and is not carried forward to the next one.

Step one is eligibility. The item must appear on the schedule of covered equipment and must have been issued to the claimant rather than bought privately. Proof of issue is the asset register entry, not a receipt.

Step two is condition. The item must be demonstrably unserviceable. A written statement is not sufficient on its own; either the item is returned for inspection or a repair report from an approved workshop is attached. Items lost rather than broken are handled under the loss procedure and are not claimable here.

Step three is valuation. The replacement cost is taken as the lowest quoted price from the approved supplier list, not the price the claimant paid. Where the item is above the depreciation floor, its residual value is deducted on a straight line basis over the stated service life.

Step four is approval. Claims at or under the ceiling are approved by the site manager alone. Claims above the ceiling require the site manager and the regional controller. No person may approve their own claim at either level.

Payment is made with the following payroll run after approval. There is no provision for advance payment and no provision for reimbursement in cash.

SECTION 3 RECORDS, DISPUTES AND REVIEW

Every approved claim generates three records: the amended asset register entry, the approval trail, and the payroll reference. All three must be retrievable for seven financial years. A claim whose records cannot be produced on request is treated as unsupported and may be recovered from the cost centre.

A claimant who disputes a refusal may ask for a review within twenty working days of being notified. The review is carried out by a controller who was not involved in the original decision. A review may confirm the refusal, approve the claim, or return it for reassessment where a step was applied incorrectly. It may not increase an amount already approved.

Reviews are decided on the record as it stood at the time of the decision. New evidence is not admitted at review; a claimant with new evidence should withdraw and submit a fresh claim, provided the original item is still available for inspection.

This schedule is reviewed annually alongside the fleet policy and the travel schedule. Changes take effect at the start of the following financial year and are not applied to claims already in progress. Questions about interpretation go to the regional controller, whose reading is final for operational purposes.